Plan Review Task Force Priority Review 2nd Review

November 20, 2009

Size of Projects,

Application/ Scheduling,

Time of Review,

Logistics

1. Introduction, issue and background

Beginning in January 2007 the Plan Review Task Force (PRTF) reconvened to review issues pertaining to the plan review services provided by Mecklenburg County Code Enforcement (MCCE). One specific goal set by the PRTF was **to investigate the feasibility and demand for Priority Review.** The PRTF supports this program in concept:

The start date is tentatively scheduled for January 1, 2010.

2. Plan Review Task Force Priority Review Program

Restricted to Superior Performers, this tool will provide assistance for projects whose code issues are too large to be addressed through interactive review or approved as noted by allowing them to schedule time to meet with the plans examiner to discuss code logic and concerns. This tool allows superior performing A&E's to side step pool review or a typical scheduled review, by providing access to a web-based priority review schedule board, showing plan reviewer availability, and giving them the ability to reserve time directly, either for all disciplines at large, or for individual disciplines as necessary. The AE's must be present (work space will be made available) at their respective discipline review to answer questions and red line drawings as necessary, this gives them the advantage of a higher likelihood of approval being obtained and permits being issued. Superior performers typically have limited trades outstanding on 2nd reviews, so this program is a good use of Department resources, on behalf of the most conscientious design professionals, to manage overall workload by expediting some projects through the process.

This program will be used as an incentive for superior performing customers to assist them in shortening their plan review and permitting times for 2nd and subsequent reviews in the overall project timeline.

2.1 Type of Projects:

2.1.1 Superior performing teams who have gone through the OnSchedule process for the initial review and would like to place the project into Priority Review for the 2nd or subsequent review may do so on projects that do not fall into any of the categories below. Reviews may take 4-6 hours, with the Project Manager having discretion to allow longer times, even into the following work day.

Priority Review will follow these guidelines when determining eligible projects:

2.1.2 Projects not allowed:

        A. Hazardous

        B. EHS: Swimming Pools

        C. Mega/CMS

        D. CTAC (however, see Walk Thru Review via CTAC)

2.2 Application/Scheduling:

- Customers will submit the project to the coordinator to be evaluated and scheduled for review. The plans examiners will determine if it is a fit for Priority Review
- Customers will be notified through the Electronic Plans Management (EPM) dashboard the date and time their project is scheduled for review. The customer is responsible for confirming the appointment through the EPM dashboard

2.2.1 This program requires agreement on expectations of service provided as follows:

A. Resubmittal sheet will be modified to include an area for the superior performing customer to request Priority Review.
B. The Scheduler will place in the internal notes of EPM that this is a Superior Team
C. The OnSchedule Coordinator will verify the team is a Superior Team prior to scheduling
D. The OnSchedule Coordinator will set the project appointment and notify the customer through the EPM dashboard.
E. Customers have the option of accepting the project's scheduled appointment. The customer will need to perform this action on their EPM dashboard.
F. If the customer does not accept the project's scheduled appointment:
    1. The customer must notify the OnSchedule Coordinator of the request for a new project appointment through the EPM dashboard
    2. The customer must outline the dates the project appointment should be scheduled on the EPM dashboard
G. Once the new project appointment is set, the customer will accept through their EPM dashboard.

2.3 Time of Review:
2.3.1 Small Projects
> A. Seal holders must be present for the entire review
> B. Must bring the required number of drawings

2.3.2 Medium/Large Projects
> A. Seal holders present at start of review for the first hour to provide an overview of scope of work and answer questions raised early in the review. They may leave if they provide contact information and be able to return in 15 – 30 minutes. They must return for the last hour of the review, or when contacted, whichever is earlier for the redlining of drawings
> B. Must bring the required number of drawings

2.4 Logistics:
> 2.4.1 Time Allotment
>
> A. Do not hold time for this program.

2.5 Fees:

No fees will be charged for this service.

2.6 Assumptions:

Refers to primary trades, B/E/M/P

2.7 The Priority Review startup will be phased in.
The program will be established and await the qualification of superior performing customers. As superior performing customers are identified, the program will begin. Anticipated begin date is January 1, 2010.

2.8 Industry notification of Priority Review startup.
> A. 45 to 60 days prior to program start up a targeted letter writing campaign will be affected to advise all project designers of the program startup.
>   1. An intense public presentation and information campaign will be planned with the AIA, PENC and other trade associations.
>   2. At least one public presentation will be held in brown bag lunches at the Hal Marshall Service Center